

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive

FROM : Inspection & Security Staff

SUBJECT: Records Inventory

DATE: 14 July 1950

1. In accordance with CIA Notice [] dated 20 April 1950 completed inventory cards on all I & S Staff records have been forwarded to the CIA Records Officer with the exception of the attached covering the covert field offices of Research Branch.

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2. As indicated on the inventory cards the records of these offices are considered vital records for permanent retention but are held by the Field Offices only during such periods while in process, following which they become part of the permanent covert investigative records of I & S Staff now at 2210 "E" Street. No problem of disposal is, therefore, involved.

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SPENCER L. EDWARDS
Colonel, GSC

Chief, Inspection & Security Staff